

TITLE, SERIES, GRADE: Principal Deputy Chief, Asset Forfeiture and Money Laundering Section, ES-905

PAY RANGE: \$114,468 - \$172,200*

*SES pay is determined within the pay range, commensurate with experience, superior leadership qualifications, and/or other competencies consistent with the agency mission, contingent on Department pay-setting rules and its current cap of \$158,500.

PROMOTION POTENTIAL (IF ANY): None

VACANCY ANNOUNCEMENT NUMBER: 08-CRM-SES-01

AREA OF CONSIDERATION: All Sources

OPENING DATE: 5/5/2008

CLOSING DATE: 5/27/2008

DUTY LOCATION: Criminal Division, Asset Forfeiture and Money Laundering Section, Washington, D.C.

NUMBER OF VACANCIES: 1 Position

JOB SUMMARY:

The incumbent serves as Principal Deputy Chief, Asset Forfeiture and Money Laundering Section (AFMLS), reporting under the direct supervision of the Chief, Asset Forfeiture and Money Laundering Section.

The Principal Deputy Chief of AFMLS provides leadership to an organization that is responsible for (1) prosecuting and coordinating complex, sensitive and multi-district and international money laundering and asset forfeiture investigations and cases; (2) providing legal and policy assistance and training to federal, state and local prosecutors and law enforcement personnel, as well as to foreign governments; (3) assisting Departmental and interagency policymakers by developing and reviewing legislative, regulatory, and policy initiatives; and (4) managing the Department's Asset Forfeiture Program, including distributing forfeited funds and properties to appropriate domestic and foreign law enforcement agencies and to community groups within the United States, as well as adjudicating petitions for remission or mitigation of forfeited assets.

MAJOR DUTIES:

The Principal Deputy Chief responsibilities include:

- assisting the Chief with managing the Section's financial, human and technical resources allocations.
- ensuring that resource enhancements necessary for proposed priorities are identified and justification for additional funding is prepared to ensure adequate funding levels.
- assisting the Chief with supervising the conduct of investigations and litigation carried on by the attorneys and support staff in the Section.
- overseeing major domestic and international anti-money laundering programs.
- playing a pivotal role in the Department's efforts to strengthen forfeitures in all appropriate cases, more specifically, in increasing the Government's ability to strike at terrorist organizations' economic base by permitting the forfeiture of their property regardless of source.

- providing advice and counsel in asset forfeiture and money laundering investigations, prosecutions and policy, and in sharing that expertise with the field in the form of assistance, training, publications and advice.

MANDATORY QUALIFICATIONS:

Applicants for this position **must** provide a narrative that demonstrates strong possession of all professional/technical skills listed below **AND** a narrative describing successful performance and creative leadership in prior managerial positions for each of the five Executive Core Qualifications (ECQ's) as established by the U.S. Office of Personnel Management (OPM) outlined below under Executive/Managerial Requirements. The ECQ's are designed to assess executive experience and management potential, not technical expertise. OPM's Guide to Senior Executive Service Qualifications can assist you in writing an effective SES application. The Guide is available on OPM's Website at: <http://www.opm.gov/ses/handbook.html>

Professional/Technical Requirements:

1. Experience in developing, investigating, and litigating complex Federal asset forfeiture and money laundering investigations.
2. Significant experience in supervising the development and prosecution of Federal criminal cases and reviewing the work products of attorneys.
3. Familiarity with Federal investigatory and regulatory agencies, on-going programs, and key national goals and priorities specifically relating to asset forfeiture and money laundering and anti-money laundering programs, regulations and compliance of banks and other financial institutions.
4. Ability to formulate and implement Departmental policies on all matters pertaining to assigned areas.
5. Significant experience with the operation of interagency Suspicious Activity Report (SAR) Review Teams and the laws and regulations concerning the proper use and disclosure of SARs.
6. Experience with the Department of Justice Asset Forfeiture Fund and the laws and policies governing the allowable uses of forfeited funds.
7. Experience with Strategic Planning formulation and implementation and the ability to work with all federal, state, and local agencies to strengthen the Asset Forfeiture Program.

Specialized Education:

You must be a graduate from a law school accredited by the American Bar Association and be a member in good standing of a state, territory of the United States, District of Columbia, or Commonwealth of Puerto Rico bar.

EVALUATION:

Candidates will be evaluated on the **professional/technical requirements** identified above based on their total background, i.e., education, training, self-development, awards, outside activities, performance appraisal, as well as work history. If candidates are found to possess all technical requirements, they will then be evaluated based on the **Executive Core Qualifications** as established by the U.S. Office of Personnel Management (OPM) outlined below.

Executive/Managerial Requirements:

ECQ 1 - LEADING CHANGE. This core qualification involves the ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Inherent to this ECQ is the ability to establish an organizational vision and to implement it in a continuously changing environment.

- Leadership Competencies: Creativity & Innovation, External Awareness, Flexibility, Resilience, Strategic Thinking, Vision

ECQ 2 - LEADING PEOPLE. This core qualification involves the ability to lead people toward meeting the organization's vision, mission, and goals. Inherent to this ECQ is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.

- Leadership Competencies: Conflict Management, Leveraging Diversity, Developing Others, Team Building

ECQ 3 - RESULTS DRIVEN. This core qualification involves the ability to meet organizational goals and customer expectations. Inherent to this ECQ is the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.

- Leadership Competencies: Accountability, Customer Service, Decisiveness, Entrepreneurship, Problem Solving, Technical Credibility

ECQ 4 - BUSINESS ACUMEN. This core qualification involves the ability to manage human, financial, and information resources strategically.

- Leadership Competencies: Financial Management, Human Capital Management, Technology Management

ECQ 5 - BUILDING COALITIONS. This core qualification involves the ability to build coalitions internally and with other Federal agencies, State and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals.

- Leadership Competencies: Partnering, Political Savvy, Influencing/Negotiating

OTHER INFORMATION:

- The managerial qualifications of a selectee who is not a current or former career Senior Executive Service (SES) employee must be approved by the Office of Personnel Management (OPM) before appointment. In addition, individuals entering the SES career service for the first time are subject to a one-year probationary period.
- If the selectee is not a current employee of the Offices, Boards, or Divisions of the U.S. Department of Justice, he/she will be required to submit to a urinalysis to screen for illegal drug use prior to appointment.
- Except where otherwise provided by law, there will be no discrimination because of color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation, membership or non-membership in an employee organization, or on the basis of personal favoritism.
- The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those

persons. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, and to ensure that persons with disabilities have every opportunity to be hired and advanced.

HOW TO APPLY:

To receive consideration, applicants must submit:

- (1) A resume or an Optional Application for Federal Employment (OF612).
- (2) A separate supplementary statement addressing each of the Professional/Technical and Executive/Managerial Requirements listed above. Individuals who are current or former Career SES members (approved by OPM and have completed an initial probationary period) need not submit an Executive Core Qualifications statement. Applicants must meet qualification requirements by the closing date of the announcement.
- (3) If you are a current or recent Federal employee, you must submit a performance appraisal issued within the past 12 months, or if none exists, a statement to that effect and a copy of your latest Notification of Personnel Action (SF-50).

Preference is to receive an application via e-mail at SES.CRMJOBS@USDOJ.GOV or faxed to (202) 353-0775. Applications must be received by the closing date to receive consideration.

Mailed applications **MUST BE RECEIVED BY CLOSING DATE** at:

Department of Justice/Criminal Division
McPherson Square, P.O. Box 27599
Attn: Tracy Melton
Human Resources Management Staff,
Bond Building, Suite 5000
Washington, DC 20038

APPLICATION E-MAIL: SES.CRMJOBS@USDOJ.GOV

CONTACT: Tracy Melton

CONTACT E-MAIL: Tracy.Melton@usdoj.gov

CONTACT PHONE: 202-305-0534

FAX: 202-353-0775

TDD: 202-305-2918